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STATE OF MAINE
DEPARTMENT OF PUBLIC SAFETY
MAINE EMERGENCY MEDICAL SERVICES
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MICHAEL F. KELLY
COMMISSIONER

JAY BRADSHAW
DIRECTOR

**Examination Committee Meeting
Tuesday, June 15, 1999
Maine EMS Conference Room, Augusta**

Minutes

Present: J. LeBrun, J. Vaniotis, E. Ekholm, D. Bahr

Absent: R. Doughty, T. Beals, D. Kinney, B. Zito

Staff: D. Corning

1. Call To Order - The meeting was called to order at 9:30 a.m.

A. Introductions

J. Vaniotis recognized Dwight as filling in for Drexell today as the staff member to the committee.

B. Assign Timekeeper - J. LeBrun agreed to be timekeeper for the meeting.

C. Additions/Deletions to the Agenda - None

2. Minutes - May 18, 1999, meeting minutes - review for acceptance

The minutes of the May 18, 1999, meeting was reviewed, and E. Ekholm noted that contrary to the minutes, he had not been present at the May meeting.

MOTION: TO ACCEPT THE MINUTES OF THE MAY 18, 1999, MEETING AS CORRECTED (LEBRUN;BAHR - Motion Carries)

3. Old Business

A. Examination Process/*Examination Administrators Manual*

The Committee reviewed the revised "Practical Exams" section of the manual. Comments made will be included as changes in the next draft. D. White will update this document and send it out to members of the Exam Committee for their review prior to the July meeting.

B. Exam Committee Retreat

The committee asked that a brainstorming session be added for exam creation.

C. Enhanced Intermediate - Blueprint for Written Exam

The committee briefly reviewed the process used in 1988 to develop the test blueprint, and the fact that the decision at that time was to write advanced level tests that included questions from the EMT-Basic level through the level being tested. The committee decided that the process of developing exams should be added as a brainstorming session at the July retreat.

- D. Review of BLS Skill Sheets - Tabled
- E. Exam Committee Vacancy - Tabled
- F. Exam Accommodation Policy - Tabled
- G. Examiner Materials/Evaluation - Tabled
- H. Intermediate/Paramedic Skill Sheets - Update - Tabled

4. New Business -

There was no new business to come before the committee

5. Next Meeting

The next meeting will be a retreat that will be held on July 17, 1999, from 8:30 a.m. to 3:30 p.m. at Maple Hill Farm in Hallowell.

- A. Set Agenda - Next agenda to include:

Current issues facing the Exam Committee

- a. Brainstorming/prioritization session
- b. Brainstorming exam development process
- c. Work plan for 1999 - 2000

Exam Administrator; Proctor; and Examiner Training

- a. Components of training
- b. Delivery
 - 1. Timeline
 - 2. Instructors
 - 3. Evaluations

Review Exam Administrators Manual as time allows

6. Adjournment - The meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Dwight Corning
Scribe